

DRAFT - 17 April 1951

MEMORANDUM FOR: DEPUTY DIRECTOR (ADMINISTRATION)

SUBJECT: Problems Requiring Positive Action

STAT 1. The work of this office is primarily advisory on the legal aspects of problems of the other offices. Consequently, it is seldom that we are responsible for final action of an Agency problem of a type that comes before your Administrative staff as a group. Occasionally we have problems of a purely legal nature which we must solve among ourselves, such as taxes, dual compensation and similar matters which are not, I believe, the type [] was discussing as appropriate to group discussion.

STAT 2. However, two problems with which we are deeply concerned at the moment are administrative in nature and of general interest. The first is improving coordination of administration with covert operations, and we are currently drafting a study based on recent discussions with Fiscal, Management and [] The second is the inadequate staffing of my own office. There is at present no deputy and none presently in sight. As you know, offers have been made to several possible candidates, but for one reason or another did not materialize. I believe I must take time off to do some active personal recruiting as a deputy of the type desired is a personality as well as an ability problem and in any case will be difficult to persuade away from private practice. It should be possible to find one on duty somewhere in the Government to whom a GS-16 would be a deciding inducement. Any suggestions in this respect will be welcomed.

LAWRENCE R. HOUSTON